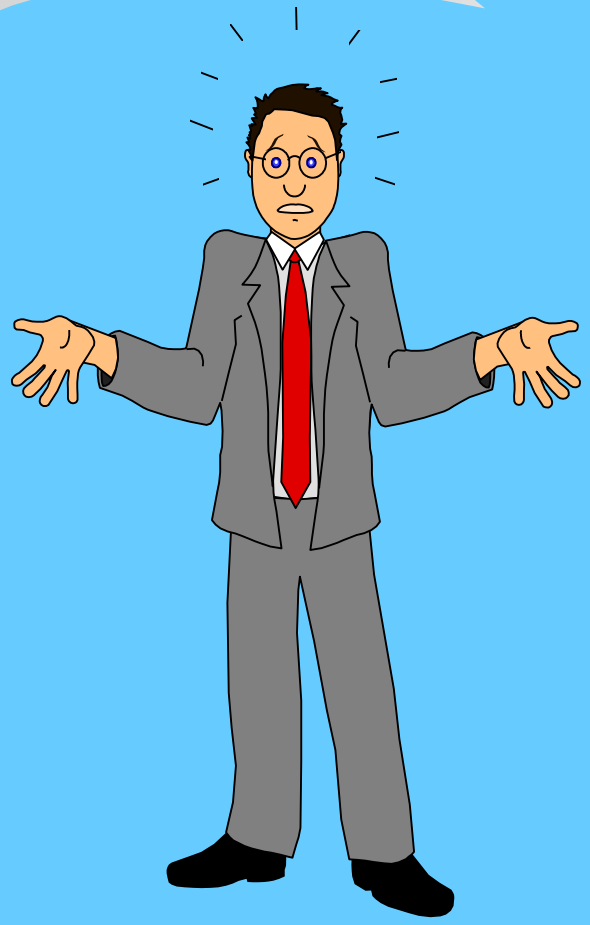
US Army Corps of Engineers®

EP 37-1-6

Resource Management Functional Guide for Civil Emergency Management Programs



US Army Corps of Engineers®

PURPOSE OF THE RESOURCE MANAGEMENT FUNCTIONAL GUIDE

To provide <u>financial guidance</u> for all USACE emergency management programs as well as guidance and deployment instructions for the Resource Management Planning and Response Team (RMPRT).

OFFICIAL RMPRT WEB SITE:

http://www.lrp.usace.army.mil/rmtest/prtmain.htm

US Army Corps of Engineers®

PURPOSE OF THE RMPRT

"To assist the supported MSC/District Commanders and their staffs in executing the necessary RM functions associated with Disaster Response."

-- Equip the supported element with resources

-- Minimize the delay of funding from FEMA and between the supported and supporting Districts.

-- Assure procedures are in place to effect a smooth and timely collection and reporting of actual costs.

-- Assure procedures are in place to assure that bills are processed timely and according to FEMA requirements.

US Army Corps of Engineers®

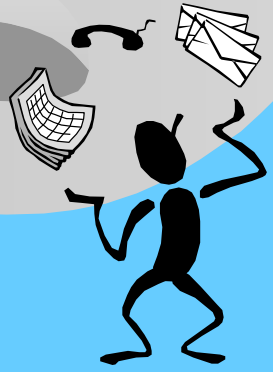
EMERGENCY RESPONSE

RM Support Begins Upon Activation of the EOC

- ***Division Commander Dictates Level of Support***
- ***Be Ready to Deploy***
- ***Report to Supported MSC/District EOC, ROC, DFO, or ERRO***
- ***Who Is the TDY Supervisor?***

US Army Corps of Engineers®

EMERGENCY RESPONSE (cont'd)



Supervisors for RMPRT at TDY Sites

- ***MSC/District - Resource Management Officer***
- ***ROC - ESF #3 Team Leader***
- ***DFO - ESF #3 Team Leader***
- ***ERRO - ERRO/Division Forward Commander***

FLOOD CONTROL & COSTAL EMERGENCIES (FCCE)

(PL 84-99)

US Army Corps of Engineers®

- ***Appropriation 96X3125***
- ***Received via Funding Authorization Documents***
- ***EOC Activation & Operation - Code 210***
  - ***As a last resort, a District Commander may reprogram in accordance with ER 11-1-320***
- ***Funding Issued After Duty Hours***
- ***Appropriation 96X4902 Will Not Be Used to Fund Emergency Requirements***

US Army Corps of Engineers®

STAFFORD ACT

- ***Appropriation 70X0702***
- ***FEMA Authorizations***
  - ***Mission Assignment (MA) (Appendix K)***
  - ***Verbals (Appendix L)***
- ***Pre-Declaration***
- ***Post-Declaration***
  - ***Emergency Declaration***
  - ***Major Disaster Declaration***
- ***Appropriation 96X4902 Will Not Be Used to Fund Emergency Requirements***

US Army Corps of Engineers®

...MA & VERBAL...

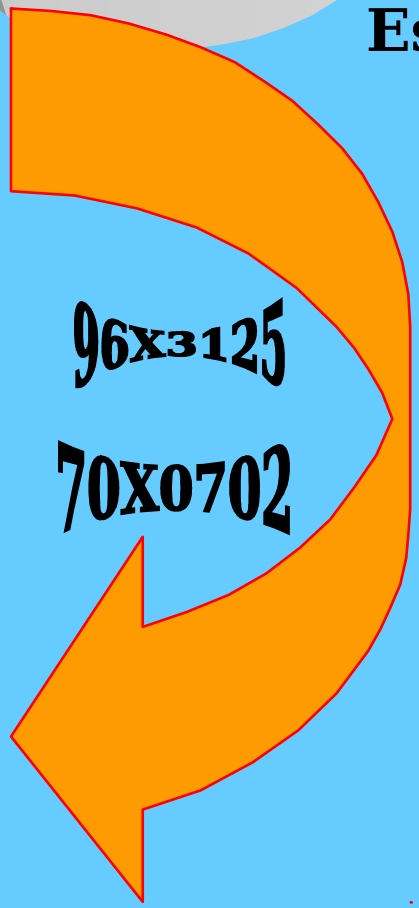
CRITICAL FUNDING INFO

- ***Disaster State or Territory***
- ***FEMA Program Code/Event Number***
- ***Event Name and Description***
- ***Mission***
- ***Projected Start & End Dates***
- ***Mission Assignment Number***
- ***Amount Authorized***
- ***Signature/Name of FEMA Federal Approving Official***

STAFFORD ACT

US Army Corps of Engineers®

SUPPORTED MSC/DISTRICT



Establish W/I Structure

Create Customer Order

Apply Authorities

Create PR&Cs Obligate and Expend

4445-R (UFC *"Generates"* District *"Prints"*)

RM/EM Joint Review & <u>Sign</u>

Bill/Collect from FEMA

Joint Closeout

96x3125

70x0702

STAFFORD ACT

US Army Corps of Engineers®

SUPPORTING MSC/DISTRICT

Establish W/I Structure

Create Customer Order

Apply Authorities

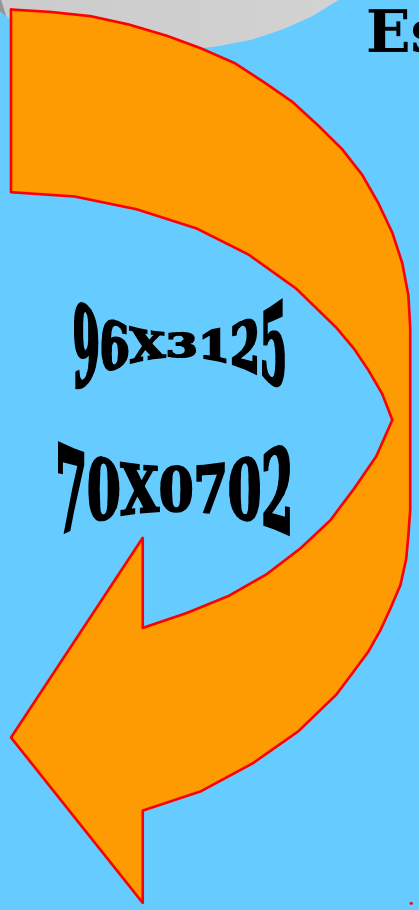
Create PR&Cs Obligate and Expend

Joint Closeout

Bill/Collect from Supported MSC/ District

RM/EM Joint Review & <u>Sign</u>

4445-R (UFC *"Generates"* District *"Prints"*)



US Army Corps of Engineers®

EVENT WORK ITEM STRUCTURE

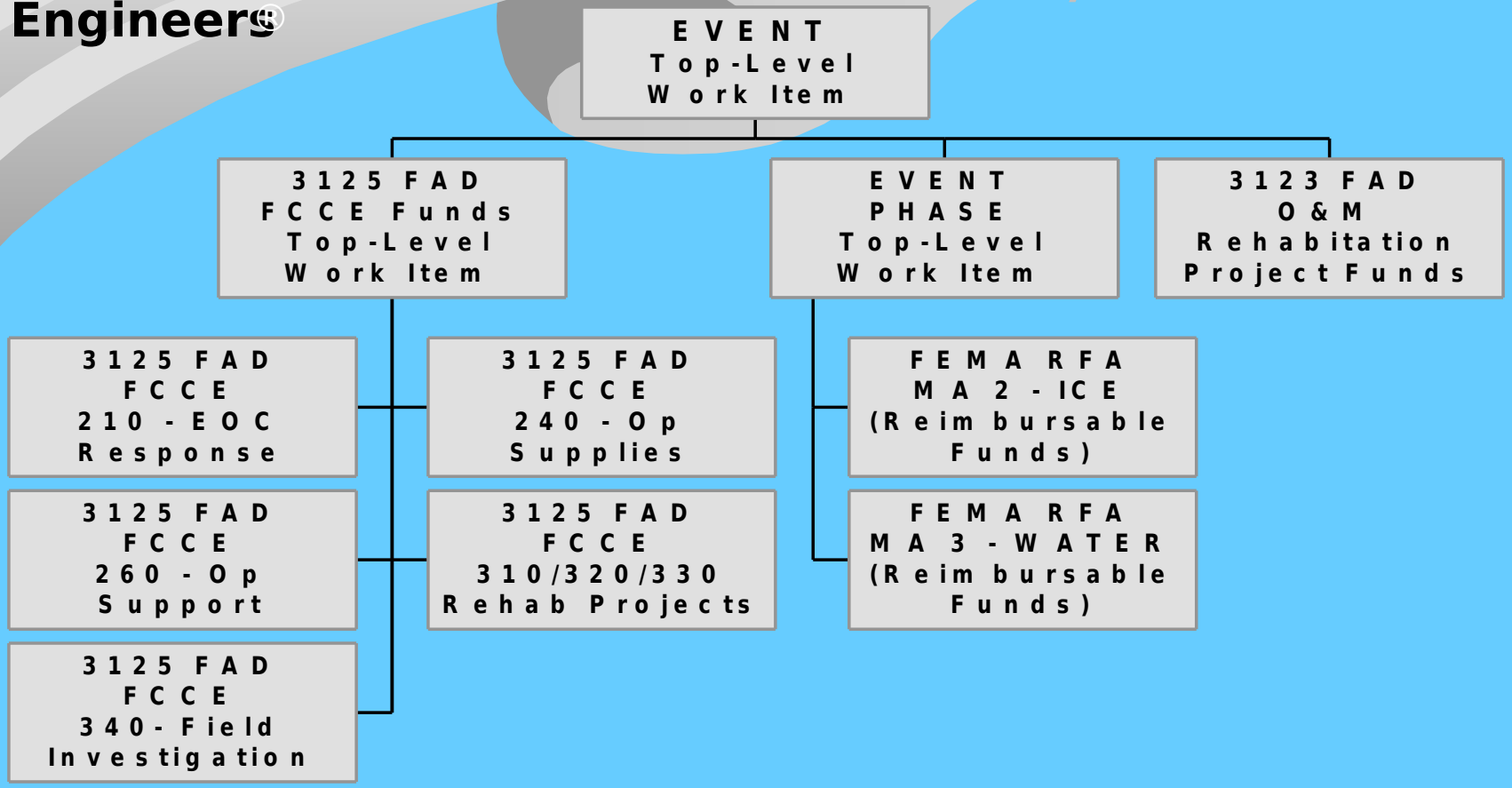
SUPPORTED MSC/DISTRICT

A top-level work item for the event is to be established as indicated for total capturing of event cost. Likewise, a top-level work item for each event phase and/or Corps appropriation is to be established for capturing cost as appropriate. Additional children work items should be created as appropriate in accordance with the guidance

US Army Corps of Engineers®

EVENT WORK ITEM STRUCTURE

SUPPORTED MSC/DISTRICT

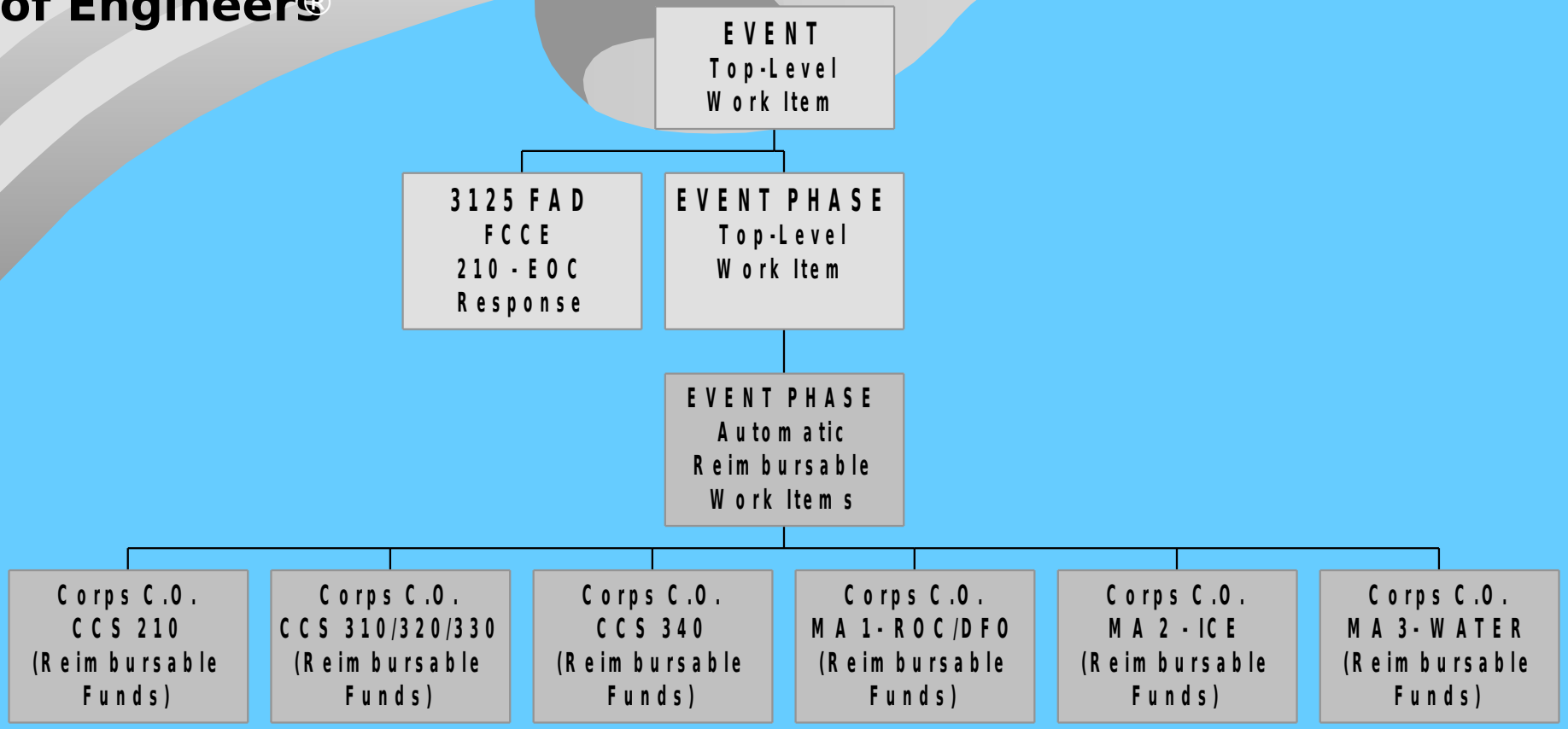


Three levels of work items are to be established as indicated to reflect the event, Corps appropriation, event phase, and activity funded work as appropriate. Funds are to be placed at the work item assignment level

US Army Corps of Engineers®

EVENT WORK ITEM STRUCTURE

SUPPORTING MSC/DISTRICT



Three levels of work items are to be established as indicated to reflect the event, Corps appropriation, event phase, and activity funded work as appropriate. Funds are to be placed at the work item assignment level.

STANDARD FORMAT FOR CUSTOMER ORDER NUMBER

SUPPORTED MSC/DISTRICT

US Army Corps of Engineers®

- ***Pre-Event Planning/Action***

PRE-DECLARATION 7220-SU

POD - 01 - HI - DENNIS

Division Mission # Disaster State Event Name

- ***Post-Event Planning/Action***

EMERGENCY DECLARATION 3XXX-EM

POD - 01 - HI - 3222E

Division Mission # Disaster State Declaration #

DISASTER DECLARATION 1XXX-DR

POD - 01 - HI - 1193DR

Division Mission # Disaster State

US Army Corps of Engineers®

SUPPORTED MSC/DISTRICT

Customer Order - Order Information, CEFMS Screen 2.13

CEFMS FIELD TITLE	INFORMATION TITLE	SAMPLE ENTRY
Customer Order No.	Standard Mission Assignment No.	POD-01-HI-1193DR
Customer Reference No.	Actual Mission Assignment No.	COE-POD-01
	Disaster Declaration No.	1193DR
	FEMA's Funding Account No.	1998-06-1193-9094-2508
	State or Territory	Hawaii
Other Customer Reference No.	Agency Location Code (ALC)	58-01-0020
	CEFMS Work Item	001T32-Debris

US Army Corps of Engineers®

SUPPORTING MSC/DISTRICT

Customer Order - Order Information, CEFMS Screen 2.13

CEFMS FIELD TITLE	***INFORMATION TITLE***	***SAMPLE ENTRY***
Customer Order No.	***Government Order No.***	***WBOYH282807777***
Customer Reference No.	***Actual Mission Assignment No.***	***COE-POD-01***
	Disaster Declaration No.	***1193DR***
	FEMA's Funding Account No.	***1998-06-1193-9094-2508***
State or Territory	***Hawaii***	
Other Customer Reference No.	***Supporting Activity Work Item***	***031X46 - Debris***

US Army Corps of Engineers®

WORK ITEM AUTHORITIES

- ***Origination- All***
- ***Approval - EM, EOC Mgr, RM***
- ***Certification - RM (or IAW business practices)***

US Army Corps
of Engineers®

GET A CLUE…

CUSTOMER ORDER ***"funds coming in"***

GOVERNMENT ORDER ***"funds going out"***

US Army Corps of Engineers®

Guidance for Government Orders Funded by Stafford Act

SUPPORTED MSC/DISTRICT

- ***Establish one line item per government order***
- ***Establish one government order per FEMA mission per supporting MSC/District***
- ***The customer order will be established as a Funded Reimbursement with a fund type of "F"***
- ***Do not assign individual names to government orders***

US Army Corps of Engineers®

Guidance for Government Orders Funded by Stafford Act

SUPPORTED MSC/DISTRICT (cont'd)

- ***Include Mission Assignment and Declaration Numbers in line item description***
- ***Amend existing government order as appropriate***
- ***Include sufficient dollars (for travel, rental car, labor, overtime, effective rate, G&A and departmental overhead as applicable)***

US Army Corps of Engineers®

Guidance for Customer Orders Funded by Stafford Act

SUPPORTING MSC/DISTRICT

- ***Upon receipt of electronically transmitted government order, establish a work item for the customer order***
- ***The customer order will be established as an Automatic Reimbursement with a fund type of "A"***
- ***For intra-Corps customer orders the source appropriation will be 96X3125 and the initial source will be 70X0702***

US Army Corps of Engineers®

Guidance for Customer Orders Funded by Stafford Act

SUPPORTING MSC/DISTRICT (cont'd)

- ***Include the actual mission assignment number, disaster state, declaration number, and FEMA funding account number in the Customer Ref No. field***

- ***Include the customer order funded work item in the Other Customer Ref No. field***

US Army Corps of Engineers®

WORK CATEGORY CODES & WORK CATEGORY ELEMENTS FOR 96X3125

WCC	DESCRIPTION	WCE	DESCRIPTION
021000	Response Operations	BBA00	EO-Response Operations
	(Response to emergency event)	BBE00	EO-Support From Others
022000	After Action Report	BBB00	EO-After Action Report
		BBE00	EO-Support From Others
023000	Post Flood Response	BBC00	EO-Post Flood Response
		BBE00	EO-Support From Others
024000	Operational Supplies and Equipment	BBA00	EO-Response Operations
		BBE00	EO-Support From Others
		BBF00	EO-Operational Support
025000	Support from Others	BBA00	EO-Response Operations

WORK CATEGORY CODES & WORK CATEGORY ELEMENTS FOR 96X3125 (EXAMPLES)

US Army Corps of Engineers®

WCC/WCE	DESCRIPTION
021000/BBA00	Labor PR&Cs and travel orders for supported MSC/District employees.
	In-house and contractual PR&Cs for purchases in direct support of an event (i.e., Water, Ice, Power, etc.).
021000/BBE00	Government Order from supported MSC/District to supporting MSC/District for pre-scripted mission,
	i.e., Water, Ice, Power, etc.
	Government Order from supported MSC/District to supporting MSC/District for labor and TDY support in
	response to an event.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance for an event.
022000/BBB00	Labor PR&Cs and travel orders for supported MSC/District employees working on an After Action Report.
	In-house and contractual PR&Cs for purchases in direct support of an After Action Report.
022000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with an After Action
	Report.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on an After Action
	Report.

WORK CATEGORY CODES & WORK CATEGORY ELEMENTS FOR 96X3125 (EXAMPLES)

US Army Corps of Engineers®

023000/BBC00	Labor PR&Cs and travel orders for supported MSC/District employees working a Post Flood Response.
	In-house and contractual PR&Cs for purchases in direct support of a Post Flood Response.
023000/BBE00	Labor PR&Cs and travel orders for supported MSC/District employees deployed to work a Post Flood Response.
	Government Order from supported MSC/District to supporting MSC/District for assistance with a Post Flood
	Response.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on a Post Flood
	Response.
024000/BBA00	PR&Cs to purchase supplies and equipment for supported MSC/District EOC/ERRO in support of an event.
024000/BBE00	PR&Cs to purchase supplies and equipment for supporting MSC/District EOC in support of an event.
024000/BBF00	PR&Cs to purchase replenishment supplies and equipment for EOC during non-event time.
025000/BBA00	Government Order to other federal agencies in support of work under PL 84-99 only.

US Army Corps of Engineers®

TRAVEL

- ***Official Notification Required***
- ***Ensure Travel Order Reflects Proper Dates, Remarks, and Funding***
- ***Government Credit Card***
- ***Variation Authorized***
- ***Dual Lodging May Be Authorized in Rare Circumstances***

US Army Corps of Engineers®

TRAVEL (cont'd)

- ***Pre-Declaration***
- ***Post Declaration***
  - ***Emergency and Major Disaster***
- ***Vouchers Submitted Every 30 Days***
- ***Justification for Reimbursable Expenses***

JTR OFFICIAL WEBSITE:
http://www.dtic.mil/perdiem/

TIME & ATTENDANCE

US Army Corps of Engineers®

- ***Entitlements Determined by Supported MSC/District***
- ***FLSA Status***
- ***Direct Charge Matrix***
- ***Time is Reported by Mission***
  - ***A Labor Charge Code for Each Mission***
  - ***Timesheet Provided by Supported MSC/District EOC***
  - ***Timesheet Annotated With Event Name, Emergency Assignment Site and Mission Name (i.e., ice, debris)***

US Army Corps of Engineers®

TIME & ATTENDANCE (cont'd)

- ***Supported MSC/District Manages Time and Attendance***
  - ***Tour of Duty***
  - ***Approves DA Form 5172-R, Overtime Request and Authorization***

- ***Certification of Time and Attendance***

- ***Supported MSC/District EOC Faxes Timesheets and DA Forms 5172-R to Supporting MSC/District EOC***
  - ***Original Copies Remain in supported MSC/District EOC files for 6 years and 3 months***

FEMA BILLING GUIDANCE

US Army Corps of Engineers®

- *USACE FINANCE CENTER - FEMA BILLING POC: BRENDA PONDER (901) 874-8684*

- *FOR FEMA BILLING PROCEDURES*
  - *SEE EP PARAGRAPH 5-6*
  - *SEE CEFC-Q MEMORANDUM DATED 25 AUGUST 2000, SUBJECT: SUPPORTING DOCUMENTATION FOR FEMA DISASTER BILLS*

- *FOR FEMA FINANCIAL CLOSEOUT PROCEDURES*
  - *SEE EP PARAGRAPH 5-7*

- *FOR REFUNDS/CREDIT BILL PROCEDURES*
  - *SEE SOP NO. UFC-16 (EP APPENDIX T)*

US Army Corps of Engineers®

WHAT IF CEFMS CRASHES????

... SEE PLAN Z

US Army Corps
of Engineers®

Questions...?